**Editorial and Social Media Intern**

Editorial Team

Position Description

Primary Supervisor: Writer/Proofreader

Secondary Supervisor: Managing Editor

Status: Non-Exempt

Location: InterVarsity’s National Service Center (NSC)—Madison, WI

**To advance the purpose of InterVarsity, this position will** participate in a group process, which results in the creation and implementation of a broad range of high quality communication pieces.

**MAJOR RESPONSIBILITIES**

**Be a maturing disciple of the Lord Jesus Christ:**

* Seek Him and follow Him in every area of life
* Grow in love for god through the classic disciplines of the Christian life
* Model the biblical lifestyle

**Develop and contribute to content that reflects the purpose, mission, and core values of InterVarsity:**

* Participate in team meetings, project brainstorming, and evaluation sessions
* Work collaboratively with other intervarsity teams to develop communication tools
* Write creative copy to market intervarsity’s ministries, services, and products
* Write accurate and interesting text for reports, handbooks, brochures, and websites
* Write thank-you letters to donors
* Write stories and news articles on intervarsity’s ministry
* Interview staff, students, and alumni for stories by phone, by email, or in person
* Research websites, print publications, and video and audio resources for article ideas
* Proofread and edit various pieces
* Perform research and do writing to support the work of the associate director of communications, as needed

**Contribute to InterVarsity’s social media strategy and goals:**

* Generate, edit, publish, and share content (original text, images, videos, etc.) On intervarsity’s social platforms that builds meaningful connections and furthers intervarsity’s brand, in collaboration with other team members
* Moderate all user-generated content in line with intervarsity’s moderation policies
* Collaborate with Focused Ministries and Missions department staff to promote special events and activities on Intervarsity’s social accounts
* Ensure coordination of social posts and other Intervarsity communication

**Participate in the ministries of InterVarsity:**

* Attend and/or assist with NSC events, intervarsity conferences, etc., as agreed upon with supervisor

**Maintain sound financial status:**

* Raise personal support at the level assigned by supervisor
* Keep expenditures within budget
* Develop and maintain a small group of people who covenant to support your ministry with prayer
* Communicate regularly with ministry partners

**QUALIFICATIONS**

* Annually affirm Intervarsity’s Statement of Agreement
* Bachelor’s degree (in progress or completed), preferably in journalism, communications, English, or writing
* Professional writing and proofreading experience
* Experience with Intervarsity as a student or a staff member preferred
* Commitment to Jesus Christ and a heart for students, communication, and the arts
* Commitment to growing relationships with God, his Word, and his people, including the church
* Ability to work well as part of a diverse team as well as the ability to be a self-starter and work independently
* Ability to articulate ideas and to think critically about culture and communication
* Strong organization and time management skills
* Ability to produce quality work on time in a deadline-driven environment
* Willingness to participate in “group art” and accept critique from numerous people
* Ability to maintain good, professional communication with coworkers, field staff, and other teams at the NSC
* Commitment to excellence
* Willingness to learn new things and think “outside of the box”
* Sensitivity to and willingness to work with diverse cultures and ethnicities
* Familiarity with Microsoft software applications (Word, Excel, and PowerPoint)
* Familiarity with *Chicago Manual of Style*

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)